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ABSTRACT

This guide, which was written as an initial step in the development of a systemwide articulated curriculum sequence for all vocational programs within the Metropolitan Nashville Public School System, outlines the suggested scope and sequence of a 2-year cooperative program in industrial education. The guide consists of a course description; general course objectives; course content outlines for each of the two semesters in the 2 years of the program; and lists of recommended resource materials, current publcations, and other instructional materials. Topics addressed in the four course content outlines include the following: (1) exploration of careers through part-time jobs, job application, relationships with employers and co-workers, progress on the job, self-understanding, career opportunities, human relationships, and personal safety; (2) money management, taxpayer responsibility, consumer responsibilities and practices, consumer credit, legal responsibilities, banking, Social Security, insurance, and labor unions; (3) relationships with the boss and with co-workers, management of stress and conflict, self-assertion, hazards in the work environment and the Occupational Safety and Health Administration, math for everyday use, the American craftsperson, self-concept, acquisition of job skills, small businesses, and grooming; and (4) work behavior, economic systems, tax laws, economic concepts, money management and financial services, consumers and the law, success stories, self-improvement, and self-fulfillment. (MN)

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INDUSTRIAL COOPERATIVE EDUCATION CO-OP

SCOPE AND SEQUENCE

VOCATIONAL EDUCATION

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
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Metropolitan Public Schools

Nashville Davidson County, Tennessee

Charles O. Frazier, Director

FOREWORD

This scope and sequence guide, developed for the Industrial Cooperative Education Co-op Vocational Education program, represents an initial step in the development of a systemwide articulated curriculum sequence for all vocational programs within the Metropolitan Nashville Public School System. It is a direct result of needs expressed by teachers, parents, and the business community for sequential structure within the vocational education curriculum. An articulated vocational curriculum allows a student to move from one level of instruction to the next without repeating learning tasks already mastered, and without experiencing gaps in the presentation of relevant instructional material.

A goal of this curriculum effort is to provide teachers a usable guide based on input from the teachers. The initial step was an identification of course content, with all teachers having an opportunity to contribute. What follows is a publication using the teachers' contributions: a sequential listing of objectives and skills for each program offering.

This guide does not include all specific resource materials that may be used to assist students in acquiring minimum competencies. It is to serve as a guide for the sequence of course content and scope of what is to be taught. This guide content is extremely important and its use is encouraged. The suggested competencies and resource materials allow instructors an opportunity to be creative and resourceful in meeting the needs of individual programs and students.

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The Committee:

Instructors	Schools	Instructors	Schools
Melvin Black	East	William Graves	Maplewood
Bill Brimm	Madison	Jerry Harris	Hillwood
Preston Cathey	Pearl/Cohn	Albert Mitchell	Stratford
Jim Crawford	Whites Creek	George Morton	Hillwood
Bob Cullom	Antioch	Ted R. Potter	Hillsboro
William Disspayne	Madison	Vic Varallo	DuPont
Miles Frost	Goodlettsville		

Committee Coordinators: Preliminary Committee-Harry Caldwell-Overton
Revision Committee-Dan Locke-McGavock

Program Area: Kenneth B. Anderson, Coordinator

Editorial Consultant/Design/Layout

Judy Beier - Commerical Art Instructor - Maplewood
Mary Jo Grady - Commercial Art Instructor - Pearl/Cohn
Joy Binkley - Editing
Dr. Jim Lorenz - Third Party Evaluator
Exemplary Project Staff
Vocational Program Coordinators

Printing/Binding/Typesetting/Technical Assistance

Sam White - Printing Instructor - Overton
Jesse Ray - Printing Instructor - Whites Creek
Cleve Yokely - Printing Instructor - Stratford
Kenneth Ford - Manager - Metropolitan Public School Binding
Robert Tucker - Director - Metropolitan Public School Printing Department
Jean Porter - Publications Specialist - Department of Communication and Community Relations
Debbie Fulghum - Typesetter - Department of Communication and Community Relations

INTRODUCTION

Industrial Cooperative Education is a program designed for students in the eleventh and twelth grades who have occupational interests in trade and industrial areas and desire on-the-job training for their laboratory experiences. The students are enrolled in an Industrial Cooperative Education class for one hour and two, three or four other classes. The students leave the school at mid day and continue their training at businesses and industries within the community. The program derives its name from the fact that the school and participating businesses cooperate in providing educational, training and work experiences for the student.

COURSE DESCRIPTION

Industrial Cooperative Education Co-op combines classroom and shop instruction with on-the-job training in trades and industrial occupations. This course is intended to prepare students for entry jobs in skilled trades, other industrial occupations, or employment areas related to career goals.

The second year of Industrial Cooperative Education Co-op allows the student to improve job skills while receiving classroom instruction at a more advanced level. Many students, during the second year of participation in the program, progress to employment positions far above the entry level.

GENERAL COURSE OBJECTIVES

1. To assist students in finding and defining their role as productive individuals in a free society
2. To provide students the opportunity to develop their individual talents and skills in those trade and industrial areas which will be most beneficial to them in the future
3. To provide training through technical and general related classroom instruction and on-the-job experience in a chosen vocation
4. To prepare students with experiences which will afford them the abilities to make the transition from school life to the world of work
5. To develop the attitudes and abilities for effective and ethical interaction with co-workers, supervisors and employers
6. To demonstrate to each student the importance of managing work and leisure time.
7. To develop desirable work habits and attitudes and to realize the value of work
8. To teach students to manage personal business affairs competently and independently
9. To foster an awareness of the civic, social and moral responsibilities of business and society

COURSE CONTENT FOR INDUSTRIAL COOPERATIVE EDUCATION CO-OP

(First Semester)

I. **Orientation (1 week)**

Specific objective:

To understand policies, reports, forms and activities

A. Understands relation of school and work

B. Understands forms and reports

C. Understands club activities

II. **You and Work (1 week)**

Specific objective:

To understand and appreciate the value of work

A. Knows work and lifestyle relationships

B. Knows why we work

III. **Exploring Careers Through Part-Time Jobs (2 weeks)**

Specific objective:

To learn how to locate available positions

A. Developes career awareness

B. Locates job vacancies

IV. **Applying For a Job (2 weeks)**

Specific objective:

To become proficient in job application procedures

A. Prepares forms, letters, resumes

B. Learns interview procedures

V. **You, Your Employer and Your Co-workers (2 weeks)**

Specific objective:

To understand the importance of positive relations between employers and employees

A. Understands the importance of attitude

B. Understands what employers and employees may expect

VI. **Your Progress On The Job (2 weeks)**

Specific objective:

To grasp the significance of advancement in a particular area of employment

A. Understands success and achievement significance

B. Understands review and evaluation importance

C. Knows job terminating procedures

VII. **Understanding Yourself (2 weeks)**

Specific objective:

To appreciate the value of a positive self-concept

A. Analyzes self-concept

B. Analyzes attitudes and abilities

C. Knows personal qualities

VIII. **Researching Careers (2 weeks)**

Specific objective:

To understand how to research careers

A. Uses methods of researching

B. Developes plan to reach goals

IX. **Human Relationships (2 weeks)**

Specific objective:

To understand the value of living and working pleasantly with others

A. Evaluates understanding of others

B. Uses effective tasks for improving relationships

X. **Personal Safety (2 weeks)**

Specific objective:

To develop an understanding of the importance of proper safety habits

A. Practices job safety

B. Uses accident prevention methods

COURSE CONTENT FOR INDUSTRIAL COOPERATIVE EDUCATION CO-OP

(Second Semester)

I. **Managing Your Money (2 weeks)**

Specific objective:

To learn proper money management habits

A. Learns levels of responsibility

B. Learns banking procedures

II. **Taxpayer Responsibilities (3 weeks)**

Specific objective:

To understand the basics of the tax system and how it operates

A. Understands types of taxes

B. Understands taxation

C. Understands preparing and filing of IRS Forms

III. **Consumer Responsibilities and Practices (2 weeks)**

Specific objective:

To grasp the basics of financial responsibility as a long-term objective

A. Understands resource management

B. Understands insurance role

IV. **Using Consumer Credit (2 weeks)**

Specific objective:

To value credit as an asset rather than as a liability

A. Understands credit establishing and maintenance

B. Understands types of credit

IV. **Using Consumer Credit continued:**

C. Knows cost of credit

V. **Becomes Aware of Legal Responsibilities (2 weeks)**

Specific objective:

To become aware of the basics of the legal system as they affect everyday living

A. Learns basic law for business and consumer

B. Understands contracts

VI. **Using Bank Services (2 weeks)**

Specific objective:

To become familiar with basic banking services

A. Understands banking procedures

B. Learns to use checking accounts

C. Learns other banking uses

VII. **Using Social Security Services (2 weeks)**

Specific objective:

To understand the Social Security system and its benefits

A. Understands the need for social security

B. Knows types of benefits

C. Learns social security financing system

VIII. **Using Insurance For Protection (2 weeks)**

Specific objective:

To become familiar with basic types of insurance and their uses

A. Analyzes insurance needs of young workers

VIII. **Using Insurance For Protection continued:**

B. Knows types of insurance

C. Plans insurance programs

IX. **Labor Unions (1 week)**

Specific objective:

To understand the union system, its history, its advantages and disadvantages

A. Learns types of labor unions

B. Learns labor union history

C. Evaluates pros and cons of labor unions

COURSE CONTENT FOR INDUSTRIAL COOPERATIVE EDUCATION CO-OP II

(First Semester)

I. **Orientation (1 week)**

Specific objective:

To become aware of the expectations of the I.C.E. Co-op program

A. Analyzes the relation of school and work

B. Prepares forms and reports

C. Participates in club activities

II. **The Boss (1 week)**

Specific objective:

To develop an awareness of the employer's position of importance to the young employee

A. Learns to accept criticism

B. Practices respect

C. Recognizes disrespect

III. **You and Your Co-Workers (1 week)**

Specific objective:

To learn the value of good working relationships with fellow workers

A. Learns to tolerate differences

B. Learns to handle competition

C. Understands mutual respect

IV. **Interpersonal Relationships (1 week)**

Specific objective:

To learn the basics of human rights as related to employment

IV. **Interpersonal Relationships continued:**

A. Becomes aware in correct usage of "his" and "hers"

B. Understands and appreciates equal employment opportunities

V. **Coping with Stress and Conflict (1 week)**

Specific objective:

To become aware of stress and how to handle it

A. Understands tensions of social living

B. Understands pros and cons of stress

VI. **Self-assertion (1 week)**

Specific objective:

To develop an awareness of self-assertion for positive results

A. Learns self-assertion and how you view yourself

B. Learns self-assertion and others

VII. **Hazards in the Work Environment (1 week)**

Specific objective:

To understand basic home, school and job safety

A. Becomes aware of importance of basic work safety

B. Develops good habits and attitudes

VIII. **O.S.H.A. (1 week)**

Specific objective:

To understand O.S.H.A. and its ramifications

A. Learns purpose of the act

B. Develops questions and answers

IX. **Seeking Information (1 week)**

Specific objective:

To learn how to find information through the use of libraries and other sources

A. Uses libraries and other sources

B. Judges what you hear or read

X. **Communication (1 week)**

Specific objective:

To develop a knowledge of basic business English

A. Learns standard English for the job

B. Understands value of the printed word

XI. **Math for Everyday Use (1 week)**

Specific objective:

To develop a knowledge of basic mathematics

A. Figures bills and makes change

B. Learns how to order

XII. **The American Craftsperson (1 week)**

Specific objective:

To understand the history and value of the American craftsperson

A. Studies history of the craftsperson

B. Develops examples of modern uses

XIII. **Career Exploration (2 weeks)**

Specific objective:

To learn how to research careers

XIII. **Career Exploration continued:**

A. Finds out how to find out

B. Explores specific careers

C. Seeks feedback

XIV. **Self-Concept (1 week)**

Specific objective:

To develop a positive self-concept

A. Knows self

B. Becomes aware of needs we all share

XV. **Job Acquiring Skills (1 week)**

Specific objective:

To learn how to find out about available job opportunities

A. Finds job openings

B. Learns steps in applying for jobs

XVI. **Small Business (1 week)**

To learn the basics of small business practices

A. Learns the "hows" of succeeding on your own

B. Becomes aware that working at home is a beginning

XVII. **Grooming (1 week)**

Specific objective:

To learn the basics of good grooming

A. Learns the basics of good grooming

B. Practices good grooming for work

COURSE CONTENT FOR INDUSTRIAL COOPERATIVE EDUCATION CO-OP II

(Second Semester)

I. **Work Behavior (1 week)**

Specific objective:

To grasp the significance of proper work behavior

A. Learns the difference between formality and informality and when to use each

B. Understands the complications of dating fellow employees

C. Learns how the customer should be treated

II. **Economic Systems (1 week)**

Specific objective:

To become aware of basic economic systems

A. Understands our economic system and others

B. Learns the difference between theory and practice

III. **Our Tax Laws (1 week)**

Specific objective:

To understand the tax system and how it works

A. Learns five kinds of taxes

B. Understands tax dollar usage

C. Understands tax evasion and its implications

IV. **More Economic Concepts (1 week)**

Specific objective:

To learn the basics of the American system of economics

IV. **More Economic Concepts continued:**

A. Learns key elements of our economic system

B. Becomes aware of economic indicators

V. **The Worker In Our Economic System (1 week)**

Specific objective:

To learn the basics of the labor union concept

A. Learns about the union movement

B. Understands that individual and personal decision must be made on "Should you join a union?"

VI. **Managing Your Money (1 week)**

Specific objective:

To become aware of the importance of good money management habits

A. Learns about living on a budget

B. Becomes aware of pitfalls

VII. **Banking Services (2 weeks)**

Specific objective:

To learn the basic elements of banking systems

A. Learns to keep checking account in order

B. Understands the implications and needs of borrowing money and establishing credit

VIII. **Insurance (1 week)**

Specific objective:

To become familiar with the types of insurance

A. Learns the various types of insurance

VIII. **Insurance continued:**

B. Learns guidelines for buying insurance

IX. **You as a Consumer (1 week)**

Specific objective:

To know that consumers have both rights and responsibilities

A. Learns about fraud in advertising

B. Learns about consumer protection

X. **The Law in Your Life (1 week)**

Specific objective:

To become aware of basic legal concepts

A. Learns three kinds of law

B. Develops legal vocabulary

XI. **The Law and Young Workers (1 week)**

Specific objective:

To learn the basics of the legal system as they affect young people

A. Learns of protection offered

B. Becomes aware of money matters

XII. **Social Security (1 week)**

Specific objective:

To understand the Social Security system and its benefits

A. Learns how Social Security works

B. Learns how to check benefits

C. Understands limitations of Social Security

XIII. **Keeping Law Current (1 week)**

XIII. Keeping Law Current continued:

Specific objective:

To understand how laws are made and how different levels of laws affect us

A. Learns how needs become laws

B. Learns about state and local laws

C. Becomes aware of people power

XIV. Protecting Our Living Space (1 week)

Specific objective:

To become aware of our environment and threats to peaceful healthy life

A. Becomes aware of the problems of living with technology

B. Analyzes government—help or hinderance?

XV. Specific Success Stories (1 week)

Specific objective:

To become aware of specific examples of success in ecological project

A. Learns of strip mine reclamation

B. Learns of city planning

XVI. Self-Improvement (1 week)

Specific objective:

To learn to improve one's position in life through promotion or education

A. Understands the benefits and/or implications of changing jobs

B. Appreciates the value of more education

XVII. Self-Fulfillment (1 week)

Specific objective:

To become aware of the process of maturation and its importance

XVII. **Self-Fulfillment continued:**

A. Learns of maturing toward marriage

B. Learns of leisure activities

RESOURCE MATERIALS

Succeeding in the World of Work, McKnight Publishing Co., 1981, Grady Kimbrell, Ben S. Vineyard

Work: Pathway to Indenpendence, American Technical Society, 1979, Bill Gooch, Lois Cariver, John Huck

CURRENT PUBLICATIONS

American Association for Vocational Instructional Material

American Technical Society

An Annotated Bibliography of Instructional Materials in Cooperative Vocational Education, published by the Illinois Office of Education- Department of Adult, Vocational and Technical Education

Internal Revenue Service

Teacher's College Press

Tennessee State Board of Vocational Education Program

The Ohio State University—Center for Vocational and Technical Education- Abstracts of Research and Related Materials in Vocational and Technical Education (ARM) and Abstracts of Instructional Materials in Vocational and Technical Education (AIM)

United States Chamber of Commerce

United States Department of Labor

United States Education Department

United States Government Printing Office

OTHER INSTRUCTIONAL MATERIAL

A Curriculum Guide-General Cooperative Education by Memphis City School System

Career Education Program, Volume III by Time Share

Career Education Resource Guide-Career Program by General Learning Corporation

Career Education Workshop materials

Career Films

Career Search by Elwood Chapmen-Science Research Associates, Inc.

Career Survival Skills by Charles E. Merrill Publishing Company

Career World

Cooperative Vocational Education Handbook by Metropolitan Nashville Public Schools

Dictionary of Occupational Titles by United States Government Printing Office

Exploring Careers in Industry by McKnight Publishing Company

Eye Gate Filmstrips: Work Habits, The Wonderful World of Work, Parts I and II

Guidance Associates Filmstrips: Job Hunting, Where to Begin

Job application blanks from various businesses

Job Survival Skills - filmstrips and cassettes

Kuder Interest Survey

Nashville Banner - local Newspaper

Nashville Tennessean - local Newspaper

Occupational Outlook Handbook by United State Government Printing Office

Oklahoma-Group Instruction for Cooperative Programs

O.S.H.A. pamphlets on safety laws by United States Government Printing Office

OTHER INSTRUCTIONAL MATERIAL continued:

Outside speakers from business, industry, and universities

Professional News published by Vocational Industrial Clubs of America

Skills Continuum and Instructional Flow

Search for Values - workbook

Succeeding in the World of Work - workbook by McKnight Publishing Company

The Working World by Innovative Services, Inc.

Understanding Taxes by the Internal Revenue Service

Work: Pathway to Independence - workbook published by American Technical Society

Tennessee Teacher Coordinators Handbook by State Department of Education, Division of Vocational-Technical Education